



BALLOT PACKET CHECKLIST

Presidential Primary ballot packet requirements differ from those normally in use. Use the checklist when tracking items required for official Presidential Primary printed ballots and alternate ballot types. Statute and rules cited for cross-referencing.

September, 2015
OSOS Certification & Training Program

ENVELOPES

Outer Envelope | RCW 29A.40.091

- ☐ 1. County elections office address.
- ☐ 2. Display the elections logo according to *USPS Logo Guidelines PUB 631 Mar. 2015*.

Optional:

- ☐ 1. County branding and/or logo.

Security envelope or sleeve | WAC 434-230-130

- ☐ 1. May not identify voter.
- ☐ 2. Hole punched to reveal if a ballot is contained.

Optional:

- ☐ 1. Additional instructions and/or county branding.

Return Envelope; Postal Address Side | RCW 29A.40.091, WAC 434-230-015, and WAC 434-230-130

- ☐ 1. A hole punched in a manner that will reveal if a security envelope is inside.
- ☐ 2. Display the words "APPLY FIRST-CLASS POSTAGE HERE" or "POSTAGE PAID" in the upper right-hand corner.
- ☐ 3. Conform to postal regulations and WAC 434-250-200.
- ☐ 4. Display elections logo according to *USPS Logo Guidelines PUB 631 Mar. 2015*.
- ☐ 5. Envelopes for overseas and service voters must include free return postage under 39 USC 3406 using DDM permit.

Optional:

- ☐ 1. County branding and logo provided it does not interfere with the voter declaration format.

Return Envelope Voter; Declaration Side | WAC 434-230-015, WAC 434-230-130

- ☐ 1. Must use the format and color as provided by the Secretary of State. Resize required format to accommodate county mailing needs.
- ☐ 2. Official designated colors for party check boxes; on-demand printing or web-delivered envelopes are not required to use color on party declaration checkboxes.
- ☐ 4. Conforms to postal regulations.

Optional:

- ☐ 1. County branding or logo: may be used, provided requirements of Secretary of State and/or USPS are not affected.

OVERALL BALLOT LAYOUT

Overall Design | [WAC 434-230-012, 434-219-155\(2\)](#)

- ☐ 1. Allow instructions to occupy their own column, if space allows.
- ☐ 2. Avoid use of ALL CAP letters, centered type, and using more than one font.
- ☐ 3. If space allows, use a 12-point type. Avoid type size lower than 8-point.
- ☐ 4. Consistent use of shading and/or color.
- ☐ 5. Consistent font and type size for ballot text.
- ☐ 6. Consolidated ballot layout consisting of main heading, instructions and both party ballots on the same side of paper.
- ☐ 7. Consolidated ballot order – Instructions, Democratic, and Republican.
- ☐ 8. No political party checkbox printed on the ballot.

Main Heading | [WAC 434-230-015\(1\)](#), [WAC 434-219-155](#)

- ☐ 1. Presidential Primary.
- ☐ 2. County.
- ☐ 3. Date of primary.

Overall Instructions; printed on consolidated ballot | [WAC 434-230-015\(1\)](#), [WAC 434-219-155\(2\)\(b\)](#) and [RCW 29A.36.161](#)

- ☐ 1. How to mark a vote on the ballot.
- ☐ 2. How to mark a write-in vote.
- ☐ 3. Clear delineation between the instructions and the party ballots listing candidates by using white space, illustration, shading, color, symbol, font size, or bold type.
- ☐ 4. FEC (Federal Election Commission) statement printed on consolidate ballot with instructions: “For a list of the people and organizations that donated to Presidential candidates’ campaigns, visit www.fec.gov/pindex.shtml.” This statement substitutes for the PDC statement.

Optional:

- ☐ Print FEC statement on the envelope *and* in accompanying materials instead of on the consolidated ballot with instructions.
- ☐ Specific instructions for marking the primary ballot.

Instructions; printed on ballot in either overall instructions or in heading of each race | [WAC 434-230-015](#)

- ☐ 1. Number of party ballots/ candidates the voter may vote (e.g., “vote for one”). (e.g., “vote only one party and one candidate”)

Optional:

- ☐ 1. May use varying sizes and colors of ballots if used consistently throughout the region, area, or jurisdiction. Colors may also be used to differentiate between official ballots and provisional or sample ballots.

POLITICAL PARTY BALLOT FORMAT

Party Ballot / Office Name | **WAC 434-219-155(2)**

- ☐ 1. Candidates of a party must appear in a single column. The list may not wrap to a second column or the next page.
- ☐ 2. "Republican Party" or "Democratic Party" printed above the associated list of candidates.

Optional:

- ☐ 1. Number of party ballots / candidates to be vote (e.g., "vote for one", "vote only one party and one candidate" or "vote for only one candidate if declaring with the _____ Party.) This information may also be in the instructions.

Color | **WAC 434-219-155(2)(d)**

- ☐ 1. "Republican Party" or "Democratic Party" printed below a bar, or within a background, filled by the designated party color. Party ballot titles printed within must provide sharp contrast to the colored background.

Write-in Area; following each list of candidates | **WAC 434-230-035(4)**

- ☐ 1. Response position (target area) and space to write in a candidate name.

CANDIDATE FORMAT

List of Candidate Names | **WAC 434-219-155 (2)**

- ☐ 1. For each political party ballot, list candidates together in alphabetical order as certified by the Secretary of State.
- ☐ 2. Print candidates' names in a type style and point size that can be easily read. If necessary, type point size may be adjusted to fit an overly long candidate name.

REQUIRED INSERT

Required Inserts | WAC 434-219-155 (3)

- ☐ 1. Specific instructions provided by the OSOS on marking the ballot in accordance with the political party declaration.

Optional:

- ☐ 1. Additional information may be included on the insert.

ALTERNATE TYPES OF BALLOTS

Provisional, service, overseas, electronically delivered, and special absentee ballots | WAC 434-230-215(4), WAC 434-219-155 (2), RCW 29A.36.115 and WAC 434-230-010

- ☐ 1. Political party declarations must be included on either
- a. the return ballot envelope; or
 - b. a separate sheet of paper with instructions for the voter to place the signed declaration in the ballot return envelope, but outside of the security envelope.
- ☐ 2. Service and overseas ballots: must contain a privacy sheet and instructions for returning the ballot and signed declaration electronically.
- ☐ 3. Per RCW 29A.36.115 and WAC 434-230-010, provisional and sample ballots must be visually distinguishable from the official ballot.
- ☐ 4. Provisional voters must be provided free access information.

ADDITIONAL REQUIRED BALLOT MATERIALS

These instructions may be located on the ballot or on a separate insert, or on the security or return envelopes.

Additional Instructions | [RCW 29A.36.161](#), [RCW 29A.40.091](#), [WAC 434-230-015](#), [WAC 434-219-155](#)

- ☐ 1. How to cancel/correct/change a vote by drawing a line through the text of the candidate's name or ballot response. Graphic is optional. Wording should not require the voter to mark another choice.
- ☐ 2. Notice about over voting ballots.
- ☐ 3. How to complete and sign the declaration on the return envelope.
- ☐ 4. The option of making a "mark" witnessed by two other people when unable to sign the declaration.
- ☐ 5. How to place the ballot in the security envelope/sleeve, and the security envelope/sleeve into the return envelope.
- ☐ 6. How and where to obtain a replacement ballot if the original ballot is destroyed, spoiled, or lost.
- ☐ 7. Explanation that postage is required, or exactly how much postage is required. For exceptions and more details about return postage, see WAC 434-250-200.
- ☐ 8. Notice that in order to be counted, the ballot must be either postmarked no later than Election Day or deposited at a designated deposit site no later than 8 pm Election Day.
- ☐ 9. How a voter can learn about the locations, hours, and services of voting centers and ballot deposit sites, including accessibility of AVUs.
- ☐ 10. If FEC statement is not printed on the ballot, it must be printed on the ballot envelope and accompanying ballot materials.

Optional:

- ☐ 1. Any further information the County Auditor deems necessary.

For questions about the Presidential Primary Ballot Format Checklist, please contact the Certification & Training Program, Elections Division, Office of the Secretary of State at (360) 902-4180 or ctsupport@sos.wa.gov